



National Government Constituencies Development Fund
Githunguri constituency
P.O Box 147-00216
Githunguri.
Email: cdfgithunguri@gmail.com

**MINUTES OF NGCDFC COMMITTEE MEETING HELD ON WEDNESDAY 16TH
OCTOBER, 2019 AT NGCDF OFFICE BOARDROOM AT 10.00AM**

Members present;

- | | |
|---------------------------|---------------------------------|
| 1. Joseph Wanganga Kabari | – NGCDFC Chairman |
| 2. Serah Nyambura Mbugua | – NGCDFC Secretary |
| 3. Benard Odinyo | – Assistant County Commissioner |
| 4. Jenaide Wangechi Nyamu | – Fund Manager |
| 5. Judy Nyambura Kimani | – NGCDFC Member |
| 6. Teresia Wairimu Ngatha | – NGCDFC Member |
| 7. James Gathungu Kibe | – NGCDFC Member |
| 8. Tom Githire Njau | – NGCDFC Member |
| 9. Regina Muthoni | – NGCDFC Member |
| 10. William Ngotho Wango | – NGCDFC Member |

Agenda

1. Opening remarks
2. Reading and confirmation of previous meeting minutes
3. Matters arising
4. Project Proposals for 2019/2020 FY
5. Payment of staff leave allowances for 2019
6. Change of project Activity for 2018/2019 FY
7. Transfer of funds from main Account to project Account
8. Tender Advertisement
9. AOB
10. Adjournment

Minutes compiled by:

Serah Nyambura Mbugua
NGCDFC Secretary

Signed:

Jenaide Wangechi
Fund Account Manager

Minutes confirmed by:

Joseph Wanganga Kabari
NGCDFC Chairman

Date:

MIN: 1/16/10/2019: OPENING REMARKS

The NGCDFC Chairman called the meeting to order after quorum of members present was established and opening prayers were said by Mrs.Judy Nyambura Kimani.

In his opening remarks, the NGCDFC Chairman thanked the members for the role they have played in conjunction with the project management committee members in ensuring that the projects are implemented without any delay. He further said so far 95% of projects earmarked for 2018/2019 financial year have been completed and commissioned.

MIN: 2/16/10/2019: READING AND CONFIRMATION OF PREVIOUS MEETING MINUTES

The NGCDFC Secretary Mrs.Serah Nyambura Mbugua read out the minutes of the last NGCDFC Meeting held on 25th June 2019. The minutes were confirmed as true deliberations on the material day by being proposed by Mr.William Ngotho and seconded by Mrs.Teresia Wairimu.


MIN: 3/16/10/2019: MATTERS ARISING

*On min:5/25/06/2019:*it was reported that the construction of ablution block at Miiri Primary and Nyaga Primary Schools have been completed and commissioned whereas the construction of classroom at Kamondo sec. and installation of water tanks for the purpose of water conservation to six different schools is ongoing and almost complete.

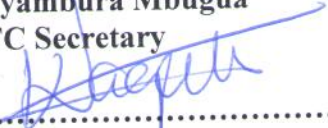
It was also reported that the 333students who were undertaking driving courses completed their studies and did their test and are awaiting issuance of Driving licences.

On min: 11/25/06/2019: the fund manager confirmed to the members that the bursary cheques to far away learning institutions were indeed delivered by Posta Kenya delivery services and so far there is no complain. She also said that the office is yet to purchase the proposed office items that include; two president portraits, two placards for meeting in progress and a national flag.

Minutes compiled by:




Serah Nyambura Mbugua
NGCDFC Secretary

Signed: 

Jenaide Wangechi
Fund Account Manager

Minutes confirmed by:



Joseph Wanganga Kabari
NGCDFC Chairman

Date: 16/10/2019

MIN: 4/16/10/2019: PROJECT PROPOSALS FOR 2019/2020 FINANCIAL YEAR

The Fund Account Manager informed members that the allocation for this financial year amounts to Kshs, 137,702,724.14. Members reviewed the ward report that was carried out at the following dates and venues;

WARD	DATE	TIME	VENUE
KOMOTHAI WARD	Friday 04/10/19	9.00am	Kigumo Chiefs Camp
NGEWA WARD	Monday 07/10/19	12.00noon	Ngewa Social hall
GITHIGA WARD	Tuesday 08/10/19	1.00pm	Githiga Market Centre
IKINU WARD	Wednesday 09/10/19	2.00pm	Ikinu D.O Compound
GITHUNGURI WARD	Friday 11/10/19	10.00am	Githunguri stadium

After lengthy deliberations, the NGCDFC Committee approved the list below as proposed projects for 2019/2020 financial year.

STATUTORY DEDUCTONS		
Employees' Salaries	Payment of staff salaries and gratuity	1,000,000.00
Goods and Services	Purchase of fuel, repairs and maintenance, printing, stationery, telephone, travel and subsistence, office tea,	1,500,000.00
NSSF	Payment of NSSF Deductions	40,000.00
NHIF	Payment of NHIF Deductions	40,200.00
Committee Expenses	Payment of Committee sitting allowances, transport, conferences	5,681,963.45
Goods and Services	Purchase of fuel, repairs and maintenance, printing, stationery, Airtime, travel and subsistence,	531,081.72
Committee Expenses	Payment of Committee sitting allowances, transport, conferences	800,000.00

Minutes compiled by:



Serah Nyambura Mbugua
NGCDFC Secretary

Signed: 

Jenaide Wangechi
Fund Account Manager

Minutes confirmed by:




Joseph Wanganga Kabari
NGCDFC Chairman

Date: 16/10/2019


CDFC/PMC Capacity Building	Undertake Training of the PMCs/CDFCs on NG-CDF Related issues	2,800,000.00
Emergency	To cater for any unforeseen occurrences in the constituency during the financial year	7,198,241.38
Bursary Secondary Schools	Payment of bursary to needy student.	28,195,953.45
Bursary Tertiary Schools	Payment of bursary to needy student in colleges, university and driving courses.	20,000,000.00
Sports	Undertaking Constituency Sports tournament where the winning teams shall be awarded trophies, uniforms, game skits and other sporting gears	2,754,054.48
ONGOING PROJECTS		
NAME	ACTIVITY	AMOUNT
Githima Primary School	Completion of Renovation works for 8no. classrooms: Roofing, replacement with floor tiles, painting works to 8no.classrooms	480,000.00
Gatitu Primary School	Completion of 5no.pit latrines walling, fixing of doors, plaster to walls and roofing works	250,000.00
Kibichoi Primary School	Completion of Renovation works for 11no. classrooms: Roofing, replacement with floor tiles, painting works to 11no.classrooms	250,000.00
Miiri Primary School	Painting and fixing of doors in 5 no pit latrines	100,000.00
Nyaga Primary School	Painting and fixing of doors in 5 no pit latrines	100,000.00
Kiaria Primary School	Painting outside and inside, fixing of doors in 6 no pit latrines, Installation of a sink and tiling of the urinal.	400,000.00
Mitahato Secondary School	Completion of laboratory- fixing of windows and doors finishes to walls and floor, painting works and fixing of equipment's capacity of 50 students.	1,000,000.00
Kamondo Secondary School	Completion of a classroom 1No. roofing, fixing of windows and doors, finishes to walls, Veranda and floor, painting works	200,000.00
NEW PROPOSED PROJECTS		
Education Projects- Primary schools		
Kanjai Primary School	Renovation of 8 classrooms , removal of asbestos roof replacing with mabati roof, painting, tiling and replacement of broken windows	5,100,000.00
Ikinu Primary School	Renovation of 9 No. classrooms (painting both inside and outside, tiling, roofing painting)	4,530,000.00
Kibichoi Primary School	Purchase of 54 seats and 54 lockable desks for standard 8 pupils.	300,000.00
Kiairia Primary School	Renovation of 6no. classrooms and administration block with 5 offices and capacity of 30 teachers (hacking of existing floor screed and replacement with	3,300,000.00

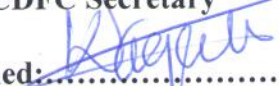
	floor tiles, painting works, fixing doors and windows	
Njenga Primary School	Conversion of 3 No. classrooms into a multipurpose hall detail up, demolition of intermediary walls, plastering, tiling, repair of windows, painting and rump for disabled capacity of 1,000 pupils 152SQ Floor area	2,840,000.00
Gatitu Primary School	Construction of new ablution block with 6 pit latrines and urinal (1,400,000). Completion of (3) existing administration block toilet putting up the toilets, doors, construction of a sewer system, painting both internally and externally (1,000,000), Construction of pathways and murraming of the school compound and rump for disabled (1,000,000)200ft by 100 ft	3,400,000.00
Kanyore Primary School	Renovation of 7 No classrooms painting, hacking, tiling, roof repair and painting, replacement of broken windows.	3,000,000.00
Kagama Primary School	Construction of a multi-purpose Hall- 25.4 by 9.7m2 and with a store room of a capacity of 1,500 pupils. Foundation details to floor slab level, superstructure walling, steel casement roofing, windows, doors, finishes to floor & walls, painting both internal and external.	6,500,000.00
Njunu Primary School	Construction of 2 No classrooms on an existing administration block and construction of stair cases and rump. Foundation details to floor slab level, superstructure walling, steel casement roofing, windows, doors, finishes to floor & walls, painting both internal and external.	2,500,000.00
Miiri Primary School	Renovation of 6no. classrooms and administration block with 4 offices, computer room for 50 students and construction of outside parameters (walking path) Painting both outside and internal, replacement of broken windows, installation of drainage systems and down pipes, gutters and tiling (5,620,000.00) Murraming of the school compound 100 by 200 ft (1,500,000.00) Capacity of the administration block for 30 teachers.	7,120,000.00
Ciiko Primary School	Renovation of 12 No classrooms and plastering , tiling, conversion of one classroom into an admin block with 4 offices with a capacity for 4 persons , screeding and flooring of the stair case replacement of broken windows, painting both externally and internally.	5,670,000.00
Mukubu Primary School	Renovation of multipurpose hall (tiling of the hall, painting of the structure internal and external, fixing of broken windows, plastering and screeding). Capacity	2,270,000.00





	of 600 students	
Nyaga Primary School	Renovation of 15 No. of classrooms roof by reroofing the classrooms.	2,370,000.00
<u>NEW PROJECTS</u>		
<u>SECONDARY</u>		
Miiri Secondary School	Renovation of 3 classrooms and conversion of one classroom to an administration block with 4 offices with a capacity of 4 persons (tiling, painting of the structure internally and externally, fixing of broken windows, plastering). 2,000,000.00 Ceiling of the dining hall with PVC, re-roofing of 12 No. of pit latrine (900,000), Relocating of the school gate.500,000.00	3,400,000.00
Kiaria Secondary School	Purchase of 18 tables and 30 benches with metallic stands and frames, laminated water proof block board tops 2.44 by 0.6M for tables and 2.44 by 0.25 M for the benches for the multi-purpose hall. Each table at 12,220 and Bench at 11,960	570,000.00
Karia Secondary School	Purchase of 12 tables and 26 benches with metallic stands and frames, laminated water proof block board tops 2.44 by 0.6M for tables and 2.44 by 0.25 M for the benches for the multi-purpose hall. Each table at 12,220 and Bench at 11,960	450,000.00
<u>NEW PROJECTS</u>		
<u>SECURITY</u>		
Gakoe Chiefs Office	Construction of 2 offices for sub chief and the secretary Foundation details to floor slab level, superstructure walling, steel casement roofing, windows, doors, finishes to floor & walls, painting both internal and external.	1,700,000.00
Wajenga Administration Police Post	Reinforcement of the 2 cells, armory door, steel door accessing the armory door, putting up two flag post, Completion of fixing the ceiling, connection of electricity and water.	661,229.66
Matuguta Chiefs office	Construction of an Administration block,(report office, Chiefs office,2 cells, 6 rooms and ablution block of 4 door pit latrine, inclusive of rump Foundation details to floor slab level, superstructure walling, steel casement roofing, windows, doors, finishes to floor & walls, painting both internal and external).	8,700,000.00
	GRAND TOTAL	137,702,724.14

Minutes compiled by:


 Serah Nyambura Mbugua
 NGCDFC Secretary

Signed: 
 Jenaide Wangechi
 Fund Account Manager

Minutes confirmed by:


 Joseph Wanganga Kabari
 NGCDFC Chairman

Date: 16/10/2019

MIN: 5/16/10/2019: PAYMENT OF STAFF LEAVE ALLOWANCE FOR THE YEAR 2019

The Fund Account Manager presented a schedule of payment of staffs leave allowance for the year 2019 which equals to one (1) month salary as per the staff contract agreement. Members unanimously approved the staff to be paid their leave allowance as below;

- ❖ Daniel M.Kamau ----- Kshs, 34,590
- ❖ Catherine MiriiKshs, 22,207
- ❖ Ruth W. WathikaKshs, 37,118

TOTAL Kshs, 93,915

MIN: 6/16/10/2019: CHANGE OF PROJECT ACTIVITY

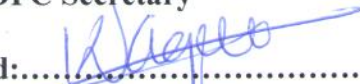
The fund Account Manager informed members that some of the previously funded projects have balances in project Accounts/Main Account. The projects are as listed below

PROJECT NAME	ACTIVITY	AMOUNT ALLOCATED	AMOUNT SPENT	BALANCE	FY
Karia Secondary School	Completion of Administration Block	2,000,000.00	1,330,000	670,000	2018/19
Kiairia High School	Renovation of existing multipurpose hall	2,000,000.00	1,470,982	529,018	2018/19
Gitiha Sec.School	Completion of modern kitchen	500,000.00	440,000	60,000	2015/16
Ngemwa Primary School	Renovation of six classrooms	3,000,000.00	2,754,570	245,430	2018/19
Kamondo Primary School	Renovation of six classrooms	3,000,000.00	2,893,016	106,984	2018/19

Minutes compiled by:

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Serah Nyambura Mbugua
NGCDFC Secretary

Signed:.....


Jenaide Wangechi
Fund Account Manager

Minutes confirmed by:

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Joseph Wanganga Kabari
NGCDFC Chairman

Date: 6/10/2019

Members after deliberations agreed to seek board approval for change of project activity as follows;

NO	PROJECT NAME	NEW ACTIVITY	AMOUNT(Kshs)
1.	Karia Sec. School	Purchase of 18 tables and 37 benches for the multipurpose hall	670,000.00
2.	Kiairia High School	Purchase of 14 tables and 29 benches for the multipurpose hall	529,018.00
3.	Gitiha Sec.School	Purchase of water tank(5000lts)	60,000.00
4.	Ngemwa Primary School	Purchase and installation of two big energy saving jikos	245,430.00
5.	Kamondo Primary School	Renovation of six(6) toilets-painting works(internally and externally)	106,984.00

MIN: 7/16/10/2019: TRANSFER OF FUNDS FROM MAIN ACCOUNT TO PROJECT ACCOUNT

The Fund Account Manager informed members that the board have approved reallocation of emergency fund request and thus members approved the transfer of funds from main Account for the ongoing projects to the following project Accounts;

Project Name	Project Activity	Amount Allocated
Gathirimu Sec School	Completion of construction of 2No. Classrooms and a verandah, painting internally and externally, Electrical works and construction of a dwarf wall.	750,000.00
Kiambururu Sec School	Concrete slabs Paving externally of the multipurpose hall and Electrical distribution and connection of electricity from the existing administration block	200,000.00
William Ngiru Gitau Sec School	Completion of construction of 3No. Of classroom and a verandah, painting internally and externally, Electrical works and tiling wall.	1,000,000.00
Njenga Fry Sch	Completion of a modern kitchen roofing painting and terrazoing and fabrication of hooding and cooking pots.	350,000.00

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Mitahato Sec School	Completion of construction of a laboratory and a verandah, painting internally and externally, Electrical works Benches and installation of gas and completion of a study room and preparation rooms	638,993.45
TOTAL		2,938,993.45

MIN: 8/16/10/2019: TENDER ADVERTISEMENT

Members mandated the tendering committee to advertise tenders for the proposed renovation of four classrooms and construction of one classroom at Kindiga Primary School and construction of six (6) pit latrines and urinal at Kiiria Primary School.

Members also authorized the fund account manager to process funds for media advertisement at Star newspaper as per their invoice for the purpose of placing advert in the newspaper for Kindiga Primary School since the threshold is above Kshs, 4,000,000.00


MIN: 9/16/10/2019: AOB

Members agreed to employ another subordinate staff to assist in day to day office work. They also mandated the Fund manager to initiate the process and interview interested candidates in order to get the most suitable for the job.

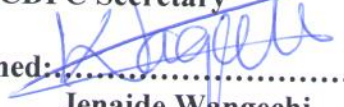
MIN: 10/16/10/2019: ADJOURNMENT

There being no other business the meeting ended with a word of prayer said by Mrs.Regina Muthoni.

Minutes compiled by:




 Serah Nyambura Mbugua
 NGCDFC Secretary

Signed: 

 Jenaide Wangechi
 Fund Account Manager

Date: 16/10/2019

Minutes confirmed by:



 Joseph Wanganga Kabari
 NGCDFC Chairman